AES*PcLink* User Guide

Table of Contents

AES*PcLink* Overview 3
AES*PcLink* Basic Functions 3
AES*PcLink* Standard Edition Installation 3

AES*PcLink* Filing Process 3

AES*PcLink* Tools 4

Getting Started 5
Log In to AES*PcLink* 5
Update AES*PcLink* Software 5
Update AES Code Tables 6
Enable Automated Response 6
Helpful Hints 6
HELP 6
Color Codes 7
Lookup 7
Edit Section 10
Clear Section 10
Puerto Rico Companies 10

Create a New Shipment 10
Shipment Information 10
USPPI / Freight Forwarder 12
Ultimate Consignee / Intermediate Consignee 13
Commodities 14
Commodity Code Look Up 15
Add a New Commodity 18
Add or Edit a Used Vehicle 18
Equipment Details 19

Save and Send Shipment to AES*Direct* 20
Save a Shipment 20
Send Shipment to AES*Direct* 22

Create and Use a Template 23

Create a Template....23
Load a Template....23

Create and Use a Profile....25
Create a Profile Independently of a Shipment....25
Create a Profile in a Shipment....26
Load a Profile....27

Retrieve, Verify/Update, and Print a Shipment....28
Retrieve a Shipment....28
Verify/Update a Shipment....28
Print a Shipment....29

Delete a Shipment....31

AES Responses....31
E-mail....32
Shipment Status....32
Enabled Automated Responses (Shipment Responses)....33

AES Filing Citations....35
Option 2 (Predeparture) Citations....35
Option 4 (Postdeparture) Citations....35

AES*PcLink* Overview

AESPcLink Basic Functions

- Use AES*Direct* Username and Password to file with AES*PcLink*
- Submit SEDs (Shipper's Export Declarations) to AES through AES*Direct*
- Complete SEDs without being connected to the Internet
- Save up to 2000 templates
- Save incomplete SEDs as templates and return to finish them later
- Save repeat shipments as templates to eliminate re-keying
- Save up to 10,000 USPPI, Consignee, and Freight Forwarder profiles
- Share profiles with other users using "Transfer Profile" tool
- File SEDs in batches of up to 99 shipments at a time
- Receive AES responses in the AES*PcLink* software
- Use AES*PcLink* in English or Spanish

AESPcLink Standard Edition Installation

- Download the AES*PcLink* software from the AES*Direct* web site
- Install AES*PcLink* on the desktop
- Register software with an activated Username and Password
- Update the SED code tables from AES*Direct*
- Create and file SED(s)

AES*PcLink* Filing Process

1. Complete an SED in AES*PcLink*, Click "Save Shipment"
2. AES*PcLink* verifies the data elements and saves the SED in a queue to be sent to AES*Direct*
3. Connect to the Internet, send one or more SED(s) to AES*Direct*
4. AES*Direct* verifies and accepts the SED(s) for processing
5. AES*Direct* submits the SED(s) to the AES Mainframe
6. AES Mainframe generates a response and it is returned via e-mail, to the Shipment Reporting Center on AES*Direct,* to enabled AES*PcLink* Shipment Response Section, and to the AES*PcLink* Shipment Status Section

   Note: You MUST obtain an Internal Transaction Number (ITN) prior to export for Option 2 (pre-departure) shipments and prior to 10 calendar days after export for approved Option 4 (post-departure) shipments.

AES*PcLink* Tools

AES*PcLink* has nine tools that are accessible from the Tools Menu on the gray bar at the top of the screen.

For **HELP**, highlight the Tool from the drop down menu, and click **<F1>**.

- ***Update AESPcLink Software*** - verifies the version of the software and, if necessary, updates the software from AES*Direct*

- ***Change Language/ Cambiar Lenguaje*** – select either the English or Spanish version of AES*PcLink*, all responses MUST be submitted in English

- ***AESDirect Accounts*** – switch between AES*Direct* accounts or change application default e-mail address

  Note: The AESDirect Accounts tool DOES NOT allow for updates to the Administrator e-mail address.

- ***AES Code Tables*** – verifies current tables and updates old tables directly from AES*Direct*

- ***View Log*** - maintains a two-week record of shipment transmissions to AES*Direct* from the application

- ***Clean Files*** - compacts the files on the local database. AES*PcLink* automatically cleans files when the software is shut down

- ***Transfer Profiles*** - export or import party profiles to and from different AES*PcLink* applications

- ***Commodity Code Selection*** - select either Schedule B or HTS commodity codes to classify commodities

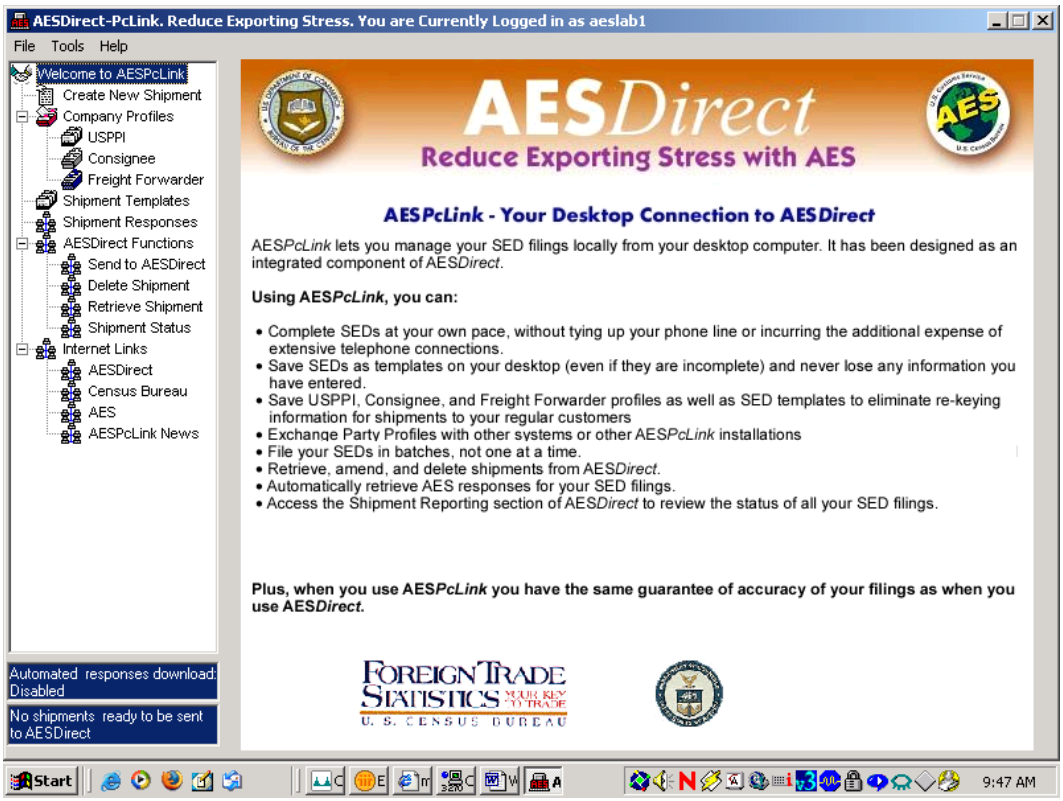
- ***Automated Responses*** - allows AES*Direct* to deliver shipment responses Directly back to the AES*PcLink* application

Getting Started

Log In to AESPcLink

Launch AESPcLink.lnk

- Double click on the AES*PcLink* icon on the desktop
- Enter AES*Direct* Username and Password
- Click “OK”



*** *Opening Screen for AESPcLink*

- The left side of the Opening screen displays the navigation in AES*PcLink*. The right side of the screen highlights the capabilities of AES*PcLink*

  Note: You MUST be connected to the Internet to Install or Update AESPcLink Software and AES Code Tables, retrieve Shipment Responses or to use any of the AESDirect Functions. Internet connection is not necessary to perform other functions.

Update AESPcLink Software

1. Click on “Tools” in the gray bar
2. Select “Update AES*PcLink* Software”

3. Click “Next”
4. AES*PcLink* will communicate with AES*Direct* to ensure the application is up-to-date; if an update is needed, AES*PcLink* will automatically update the application

This should be done periodically.

Update AES Code Tables

Note: If you are having problems filing using a particular code, verify that you are using a valid code and verify that your tables are up to date.

1. Click on “Tools” in the gray bar
2. Select “AES Code Tables”
3. Select the radio button next to AES*Direct*; click “Next”
4. AES*Direct* will tell AES*PcLink* which tables, if any, need to be updated
5. Click “Update” if any updates are needed (a check mark will be highlighted next to the code tables) or “Close” if no updates are needed
6. AES*PcLink* will pull the updated tables from AES*Direct*
7. When Update is complete, click “Close”

This should be done periodically.

Enable Automated Response

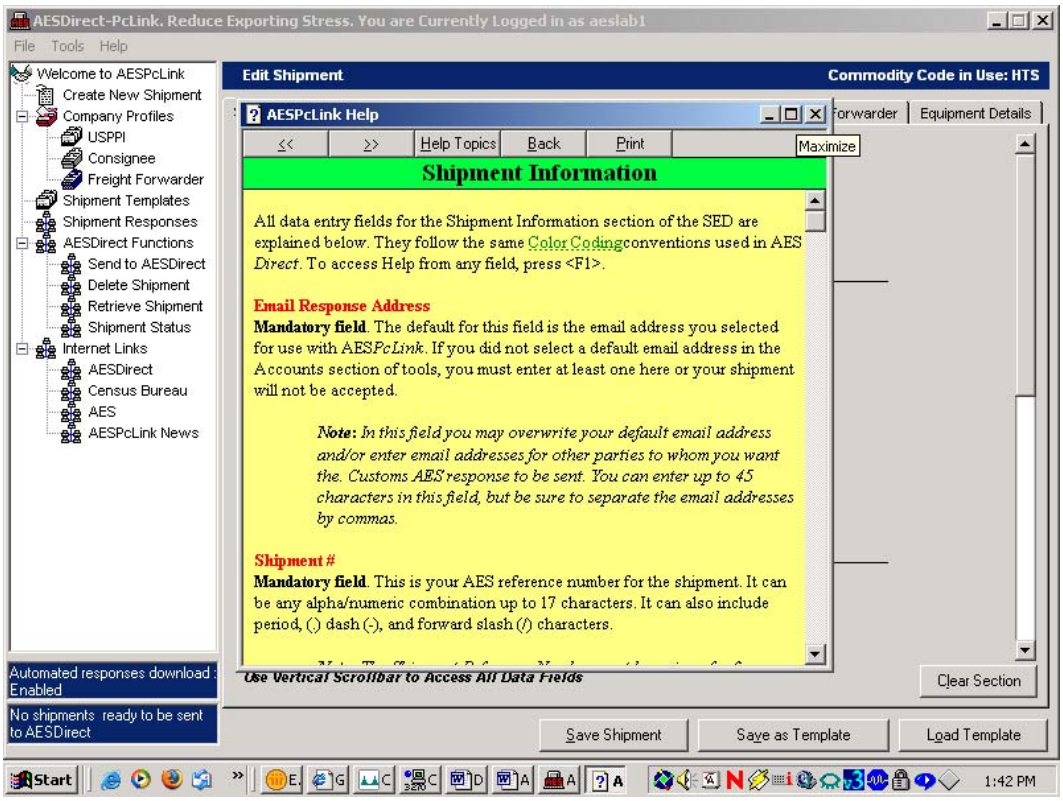
Enabled Automated Responses allows you to receive responses from AES directly to your AESPcLink.

1. Click on “Tools” in the gray bar
2. Click on “Automated Responses”
3. Click on “Turn On Automated Download”
4. Once it is turned on or enabled, click “Close”

Helpful Hints

HELP

- Click **<F1>** key for HELP
- HELP is available for each section
- Each field is defined in the HELP to offer assistance to determine if a field is necessary to complete and, if so, how to complete the field



*** *Click <F1> for HELP*

Color Codes

- RED - mandatory fields (IS required)
- BLUE - conditional fields (MAY be required)
- BLACK - optional fields (Is NOT required)

Note: Use the HELP <F1> function if you are unsure which field should be completed and what should be entered.

Lookup

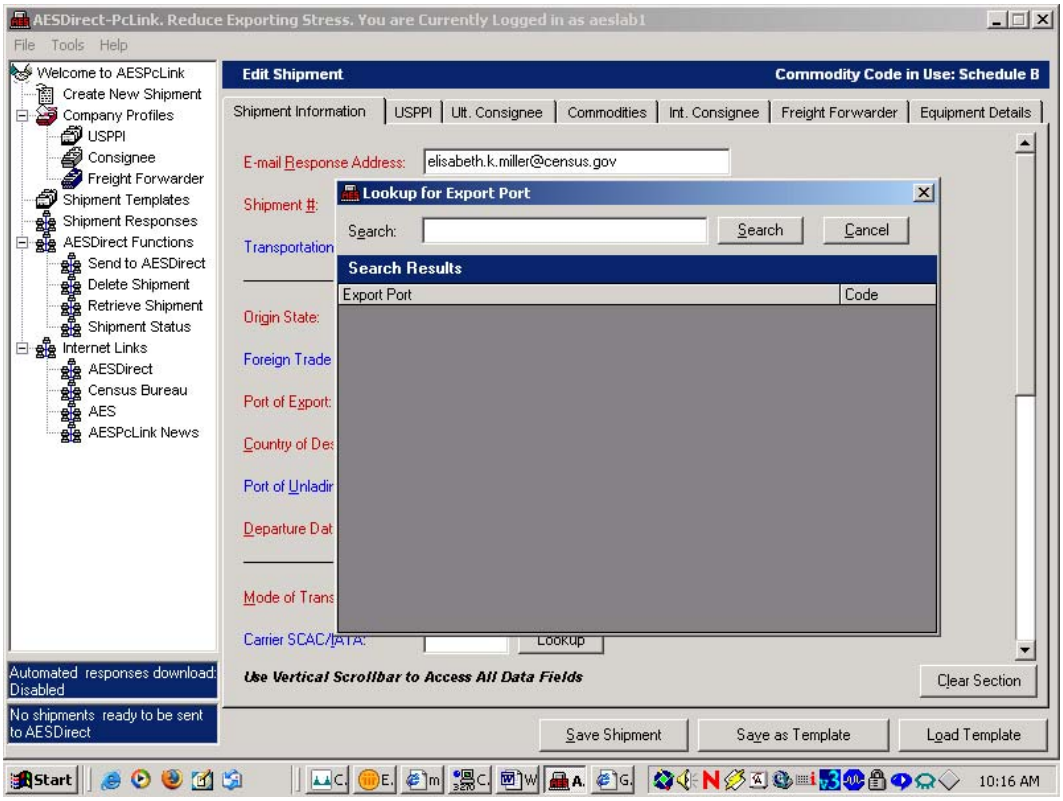
To LOOKUP a Code:

1. Click on the “Lookup” button next to the field
2. Enter a few characters of the name for the desired code
3. Click “Search”
4. Select from the displayed list

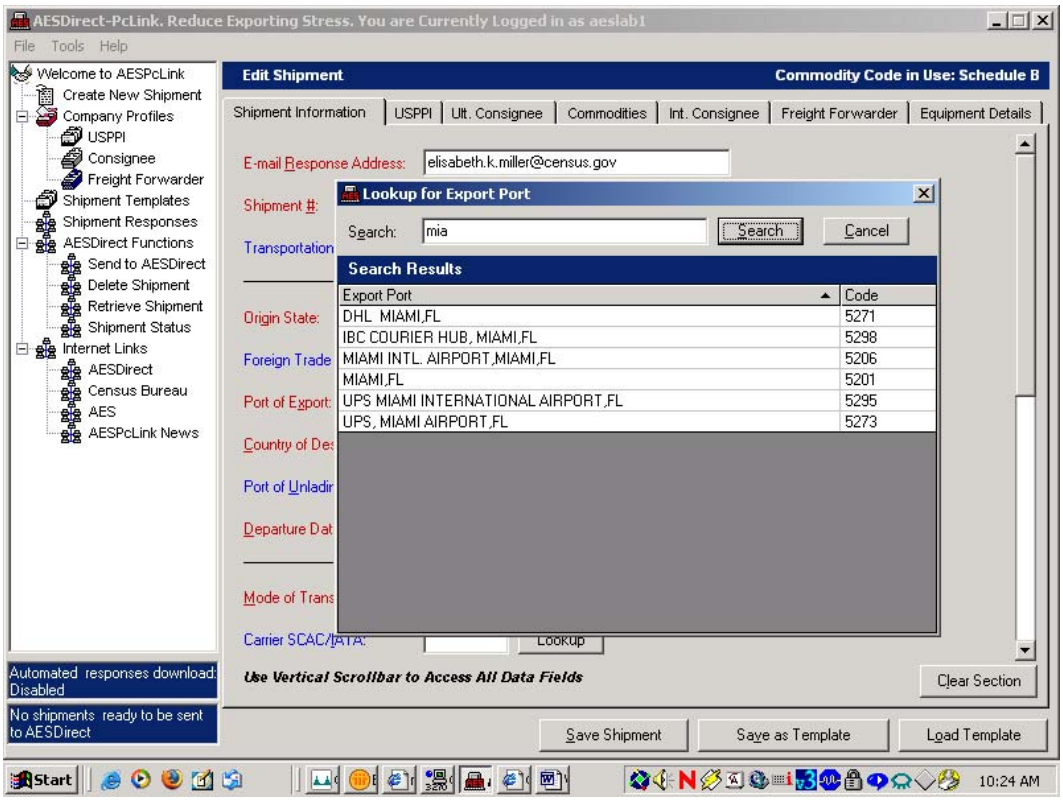
Note: If you are unable to find the appropriate code in the Lookup, go to your Tools section and verify that you have the latest tables. If you still cannot find your code, please contact AESDirect at 1-877-715-4433 or the AES Branch at the U.S. Census Bureau at 1-800-549-0595, Menu Option 1.

EXAMPLE: Port of Export Lookup - MIAMI

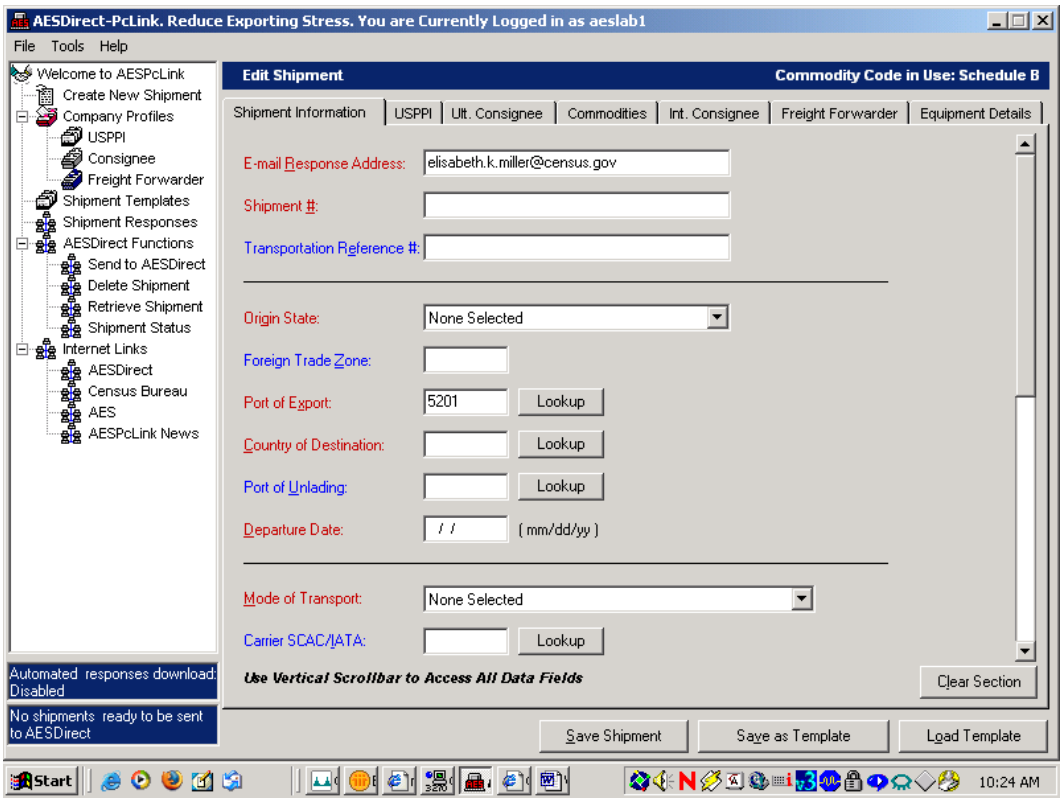
- Click on “Lookup” next to the Port of Export
- Enter “MIA”
- Click on the “Search” button to bring up the list of port names with “MIA” in the description
- Find the Port of Export needed, double click on either the Export Port Name or Code
- The Code will automatically fill on the SED Shipment Information Screen



*** *Click on “Lookup” to bring up the Lookup Search Engine*



*** *Enter in the first few characters of a port name, click on "Search," double click on the desired export port*



*** *Port Code "5201" is automatically entered when Miami, FL is selected*

Edit Section

- Select the tab for the section you would like to edit

Clear Section

- Click “Clear Section” – this will only clear the current section

Puerto Rico Companies

For Puerto Rico company profiles the following is required:

- City – must be the Puerto Rico City
- State – must be Puerto Rico (PR)
- Country – must be United States (US)

Create a New Shipment

- Click “Create New Shipment” from the Navigation bar on the left side of the screen
- TABS for all the SED sections will appear
- Shipment Information, USPPI, Ultimate Consignee, and Commodities section are required for all shipments
- Intermediate Consignee and Freight Forwarder sections are conditional
- Equipment Details section is optional

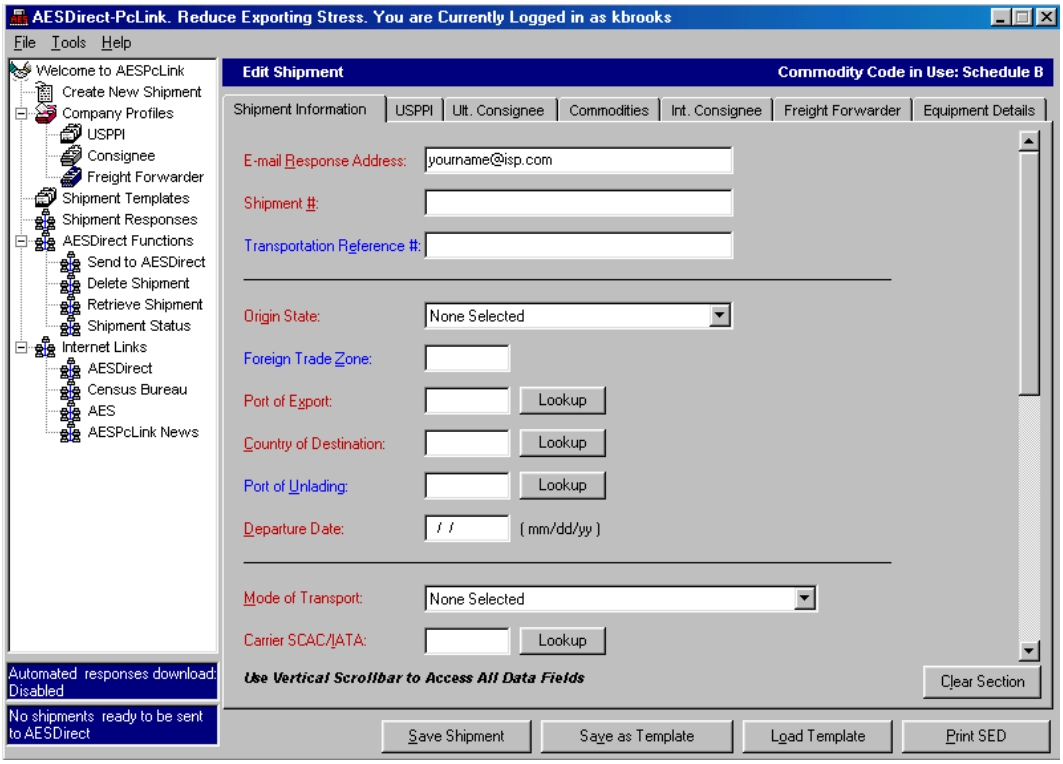
Shipment Information

This section contains general shipment information and transportation information. This section is **REQUIRED** for all SED filings.

- Complete each field that is required

- To determine if a field is required for your shipment, click **<F1>** for help

- Scroll to the bottom of each page to ensure all necessary fields are complete



*** *Shipment Information Section*

Helpful Hints

- **Shipment #** - Created by filer, MUST be unique for each shipment for 5 years

- **Carrier SCAC/IATA** – Carrier Code for transportation company; REQUIRED for Vessel, Air, Rail, and Truck shipments

- **Conveyance Name** – Vessel name for ocean shipments; Carrier name for other modes of transportation, REQUIRED for Vessel, Air, Rail, and Truck shipments

- **Port of Unlading** – REQUIRED for all vessel shipments and shipments between the US and Puerto Rico

- Shipments through **Mexico** or **Canada** with other foreign destinations:
    - Mode of Transit (MOT) – MOT the US border
    - Port of Export – Port of crossing at US border
    - Carrier Code and Conveyance Name – Carrier at US border
    - Country of Destination – Ultimate Country of Destination
        - **THIS MEANS YOU MAY FILE A TRUCK SHIPMENT OUT OF DETRIOT GOING TO GERMANY**

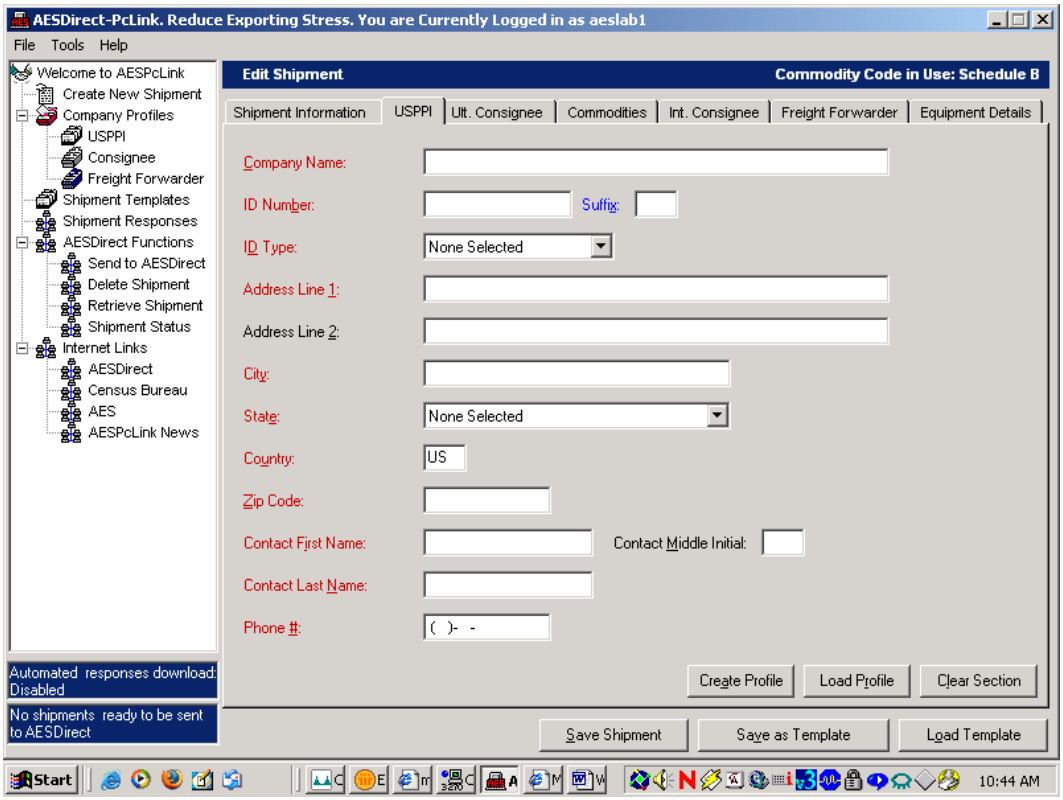
- Scroll to the bottom of each page to ensure all necessary fields are complete

- Once the page is complete, click on the tab for the next section you wish to enter information

USPPI / Freight Forwarder

The USPPI section is ***REQUIRED*** *and the* Freight Forwarder *section is* ***CONDITIONAL*** *for all SED filings. These sections require the same information.*

- Complete each field that is required, for **HELP**, click <F1>



**** USPPI Screen*

<u>Helpful Hints</u>

- **ID Number** – The ID number identifies the company and is required for all USPPI and Freight Forwarder profiles

    - **USPPI ID** – AES allows for Employment Identification Number (EIN), Social Security Number (SSN), Foreign Entity Code (for example: Passport Number)

- **Freight Forwarder ID** – AES allows for EIN, SSN, or Duns and Bradstreet Number (DUNS)

- If the USPPI is a foreign entity, a passport number may be used as the ID number, select Foreign Entity as the ID type

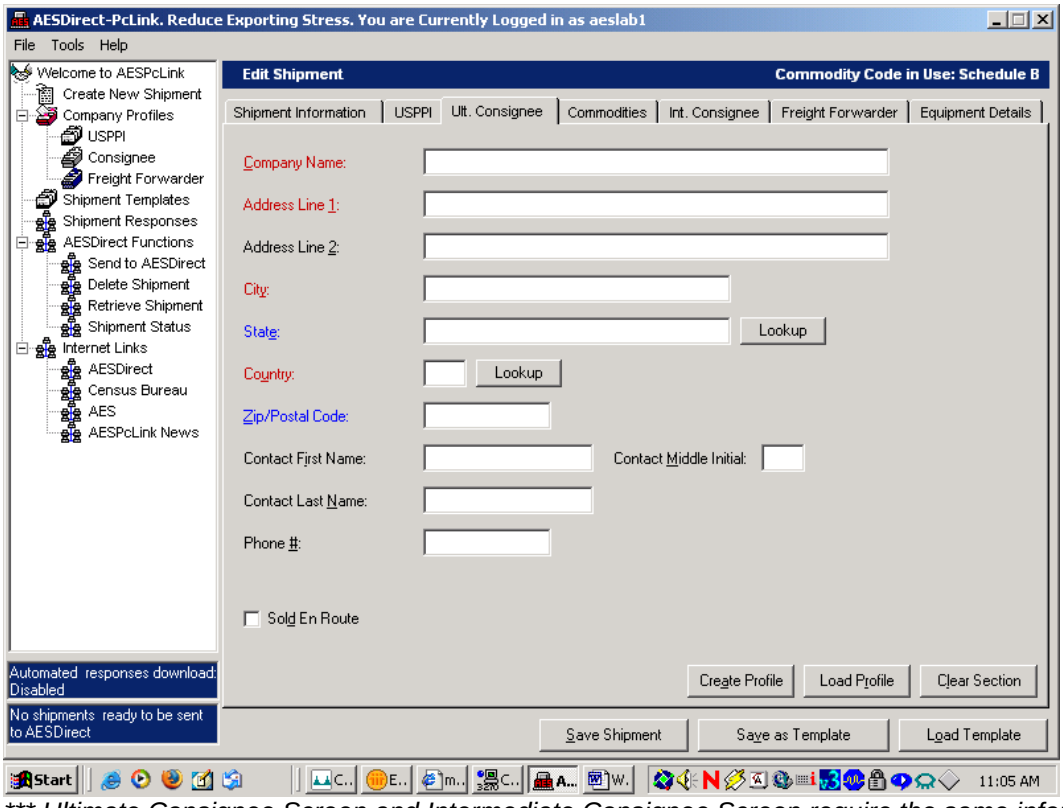
  Note: The address of the USPPI is the address from which the merchandise actually began its journey to the port of export. If the USPPI does not own rent or lease the addressed facility, the address from which the export is directed is reported.

- Once all information has been entered, click "Create Profile" to save the company profile for future use.

Ultimate Consignee / Intermediate Consignee

*The Ultimate Consignee section is **REQUIRED** and the Intermediate Consignee section is **CONDITIONAL** for all SED filings. These Profiles require the same information.*

- Enter all required information for the Ultimate Consignee or Intermediate Consignee



*** *Ultimate Consignee Screen and Intermediate Consignee Screen require the same information.*

Helpful Hints

- **State Code** - REQUIRED for shipments to Mexico, Canada, and shipments between the US and Puerto Rico
    - Enter the country code before conducting a Lookup on the State Codes
    - Not allowed for shipments to other countries

- **Zip Code** – a valid Zip Code is required for all shipments between the US and Puerto Rico

- **SOLD EN ROUTE** – for shipments Sold En Route, click the box next to "Sold En Route," enter the City and Country of the first Port of Call
    - Must complete information within 4 days of transmission

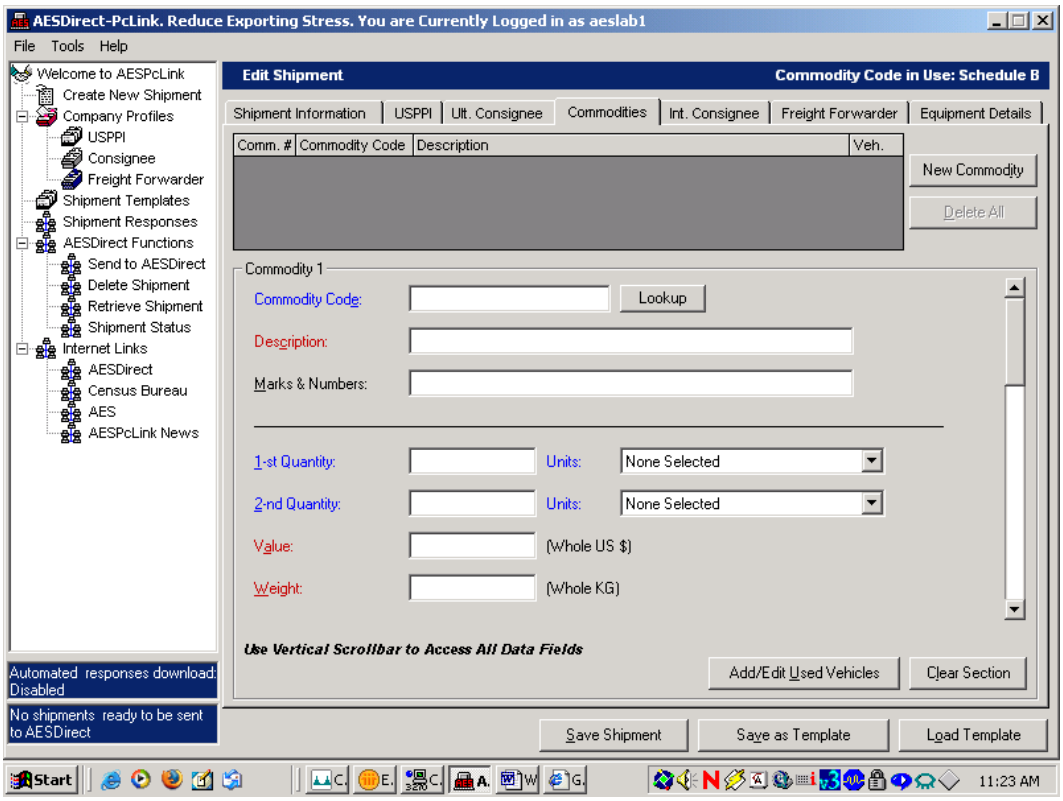
Commodities

The Commodities section is REQUIRED for all SED filings. At least one line item is needed for an SED to be saved and transmitted to AESDirect. This section refers to WHAT is being exported in the shipment.

> ***Note: For almost every commodity line item, either a Schedule B or HTS Number is required. AESPcLink allows for either commodity code. Select the appropriate Commodity code table in "Tools" menu (in the gray bar at the top of your screen).***

AES*PcLink* indicates which commodity code table is in use in the upper right corner of the section.

> ***Note: The same commodity code table must be used throughout the entire SED.***



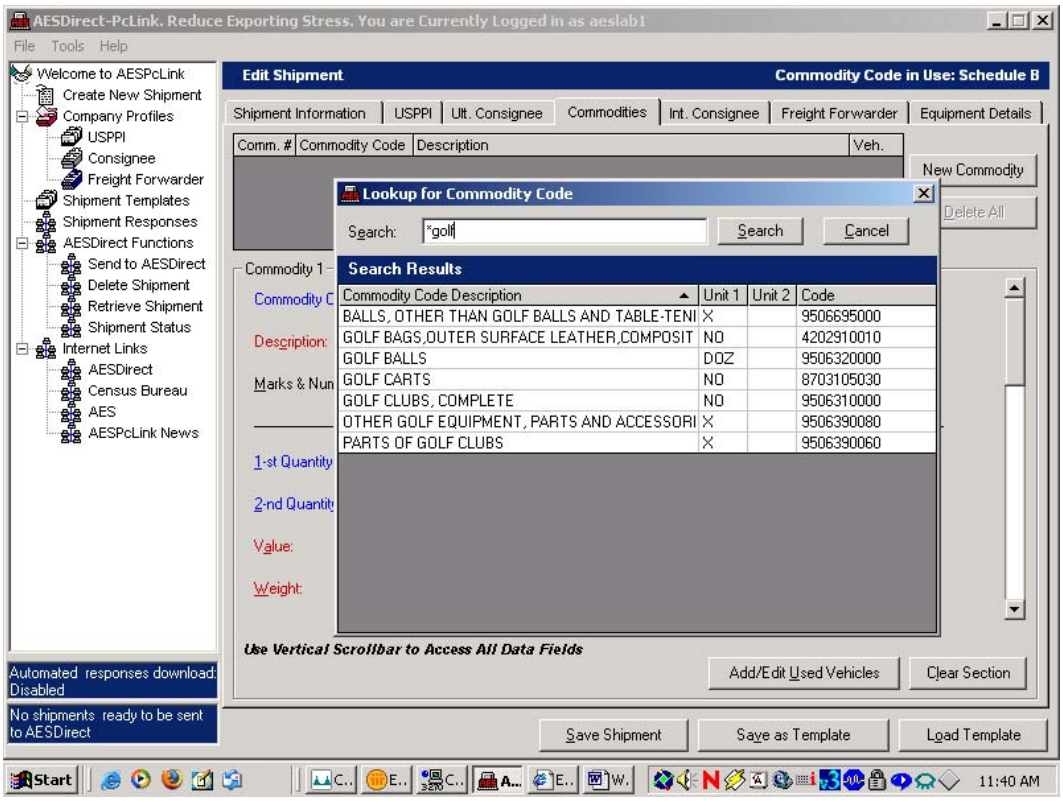
*** *Commodity Screen*

Commodity Code Look Up

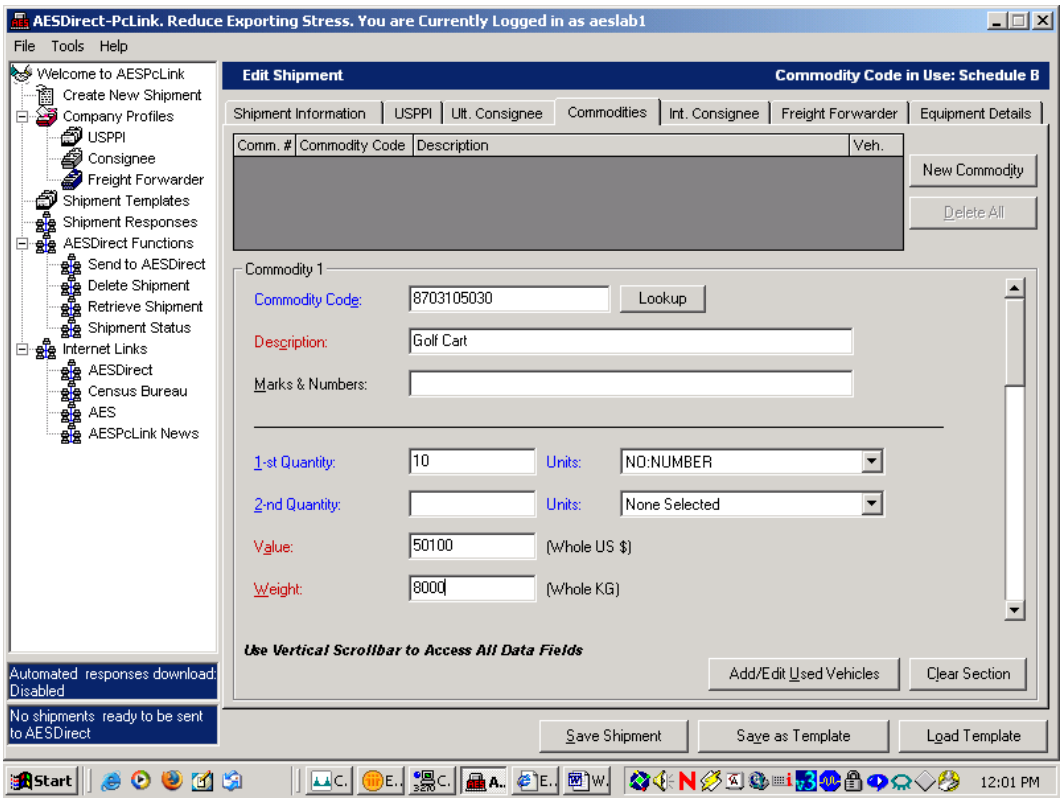
1. Go to the Commodities Section
2. Click on the “Lookup” button next to Commodity Code
3. Enter in a brief description,
4. Find the appropriate commodity code for your commodity
5. Double click on the description or code to enter the code and unit of measure into the SED record

Note: Use the asterisk (*) to find any description with the specified character string; for example, enter “*golf”.

Note: The Unit of Measure is determined by the Schedule B or HTS code, you MUST use the unit specified. When a valid Schedule B or Harmonized Tariff code is entered, the units of measure required for the quantity will automatically populate.



*** *Commodity Code Lookup, double click to automatically enter code and unit of measure on the SED*



*** *Enter Commodity Code and Description*

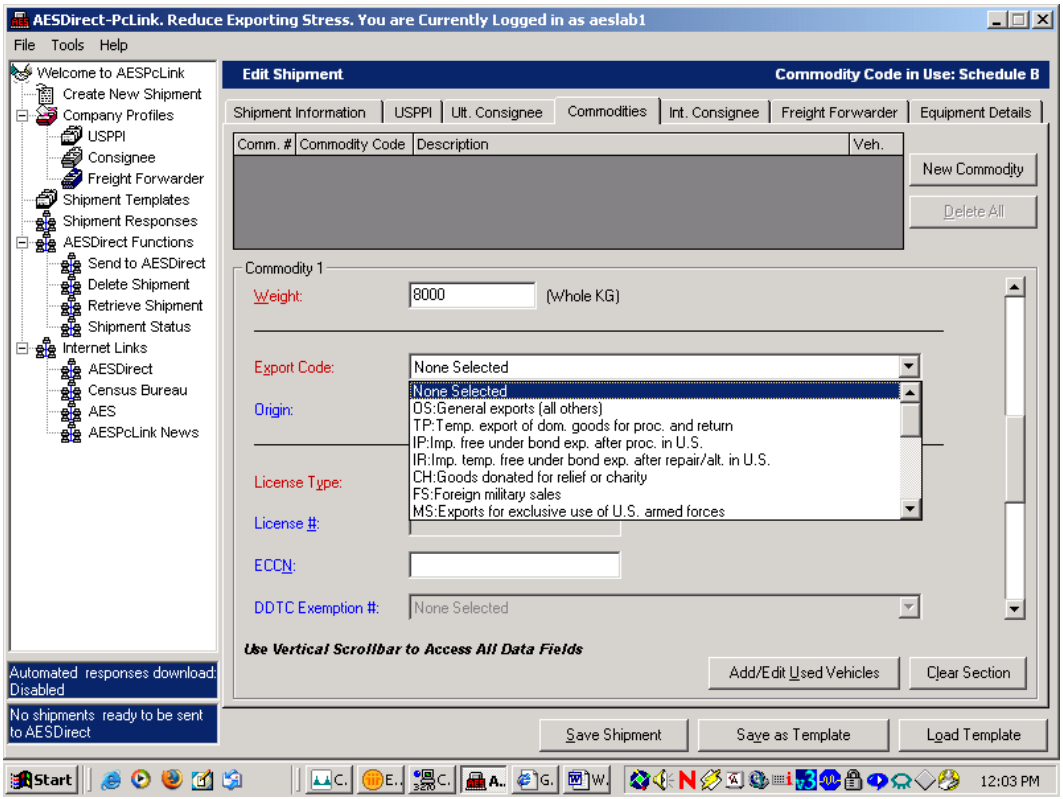
Helpful Hints

- **DESCRIPTION** - Enter the commercial description as noted on your invoice

- **QUANTITY, VALUE, WEIGHT** - All quantity, value, and weight information must be entered using whole numbers, do not use symbols.

- **EXPORT CODE** – Select the appropriate Export Code from the drop down menu. The most common Export Code is “OS: General Exports (all others).”

  Note: If you are sending Household goods, please select Export Code “HH.” For Household goods, a commodity code, quantity, and origin are not required.



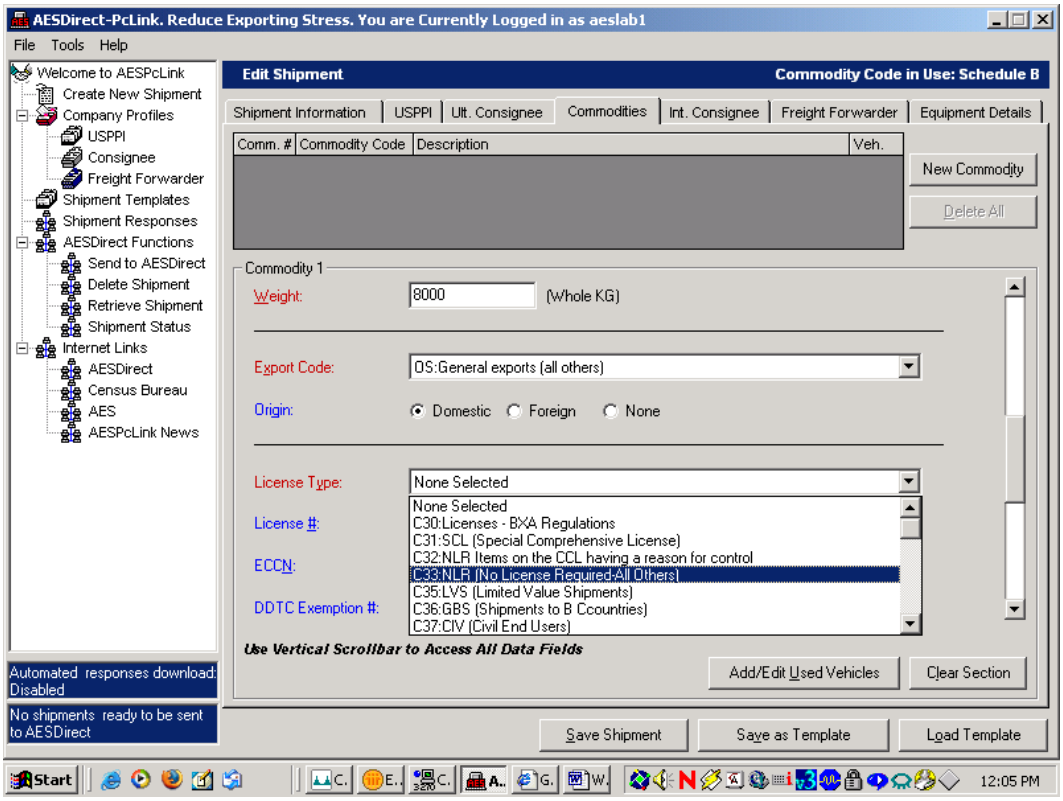
*** *Export Code Drop Down Menu*

- **ORIGIN** - Select the proper origin for the commodity: “Domestic” or “Foreign.”

- **LICENSE TYPE** - Locate the type of license that covers the commodity.

*** *The most common License Type is "C33: No License Required."*

Note: The fields under the License Type section will open as needed by the indicated license type.



*** *License Type Drop down menu*

Add a New Commodity

Each commodity over $2500 or that is licensed requires a separate commodity line.

To Enter Vehicle Information:

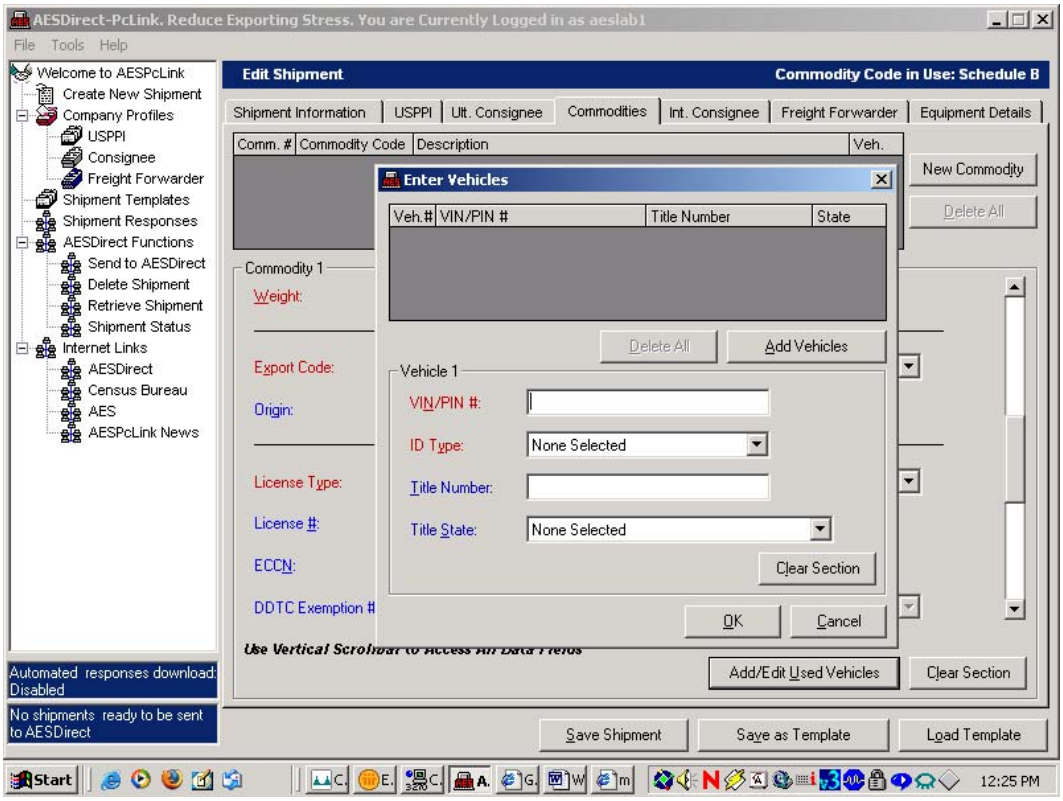
1. In the top Right corner, click on "New Commodity"
2. This will save your first line item and open a new commodity page
3. Up to 99 commodity lines are allowed for one SED

Add or Edit a Used Vehicle

Used vehicle exports require vehicle information to be filed on the SED.

1. On the line item for the used vehicles, click on "Add/Edit Used Vehicles"
2. Enter information for each car

3. To add another car, click on “Add Vehicles”
4. The number of vehicles with information added here MUST equal the number of vehicles indicated in the quantity in the line item
5. Click “OK” when complete

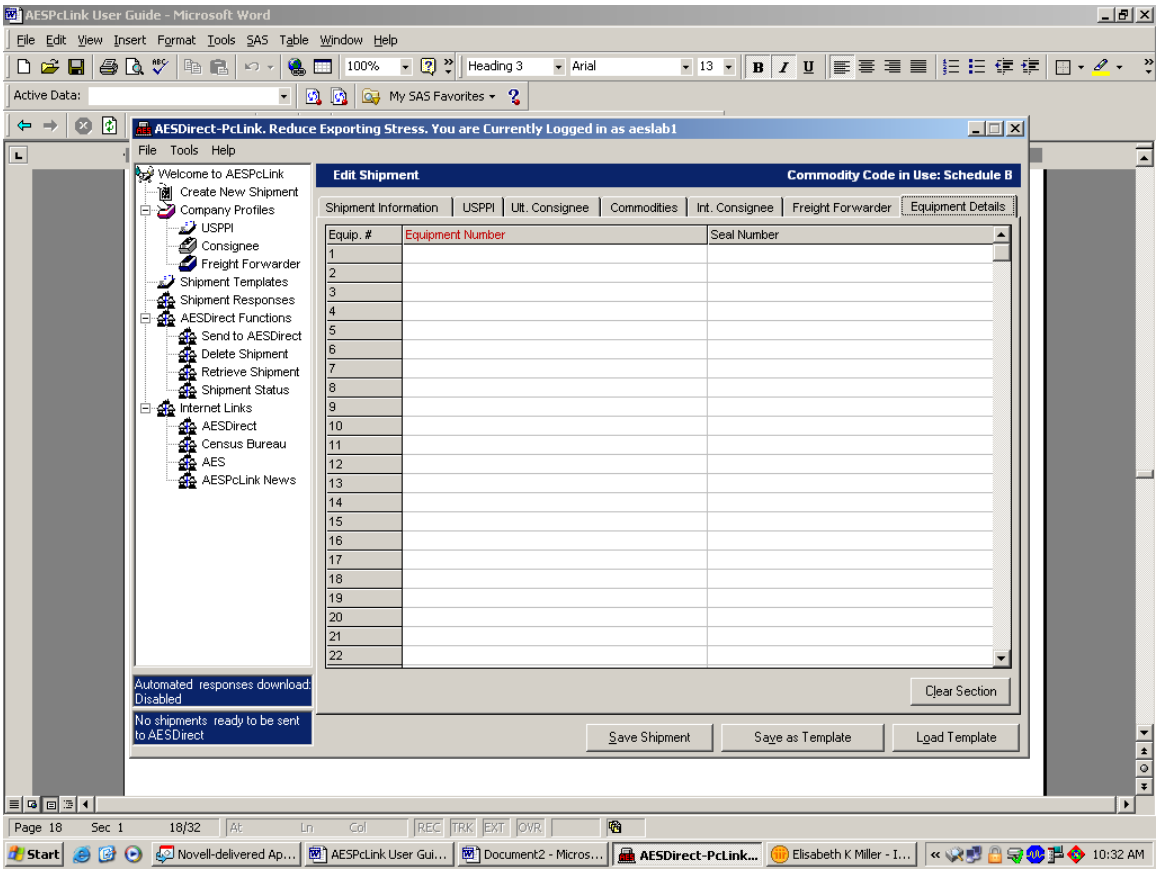


*** *Add/Edit Used Vehicles Screen*

Equipment Details

The Equipment Details section is OPTIONAL for all SED filings.

> ***Note: If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.***



*** *Equipment Details Section*

Save and Send Shipment to AES*Direct*

When all required sections are complete, save the shipment to the queue to be sent to AESDirect, connect to the Internet and send the shipment.

Save a Shipment

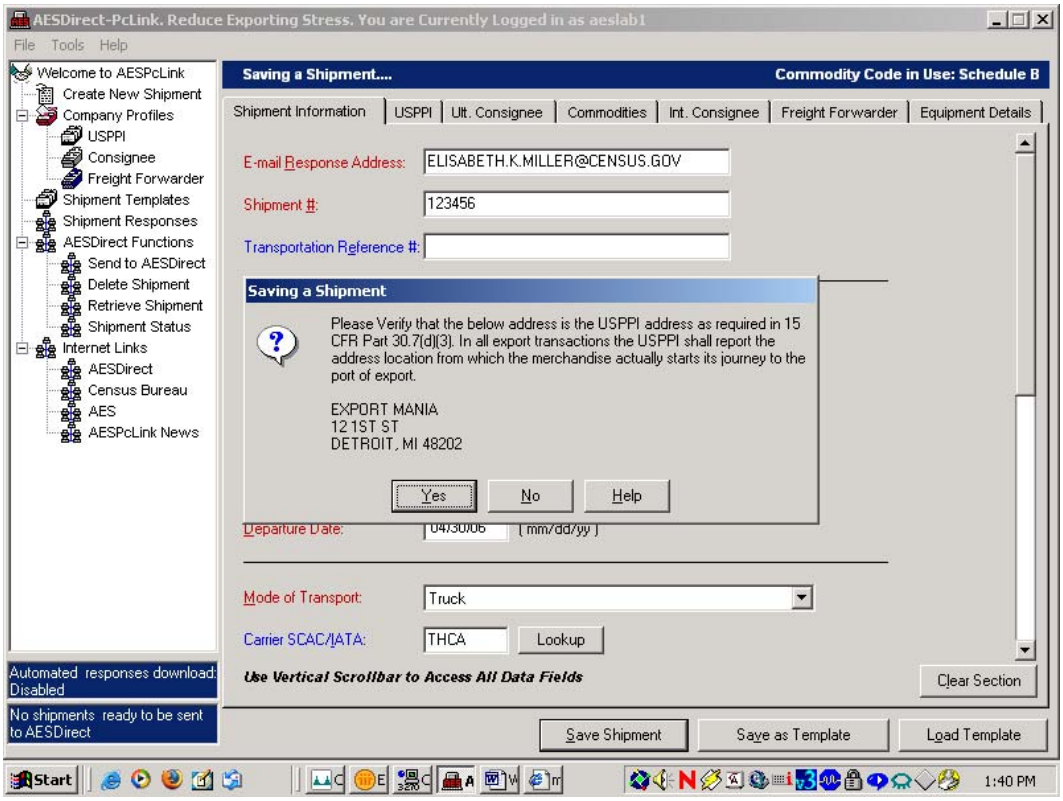
1. Once shipment is complete, click on “Save Shipment”
2. Shipment is tested against AES*Direct* edits

    a. **PASSES EDITS**
        i. AES*PcLink* will ask you to verify the USPPI address,
        ii. If correct, click “Yes,” if not, click “No” and make the appropriate changes
        iii. Shipment will be added to queue to be sent to AES*Direct*

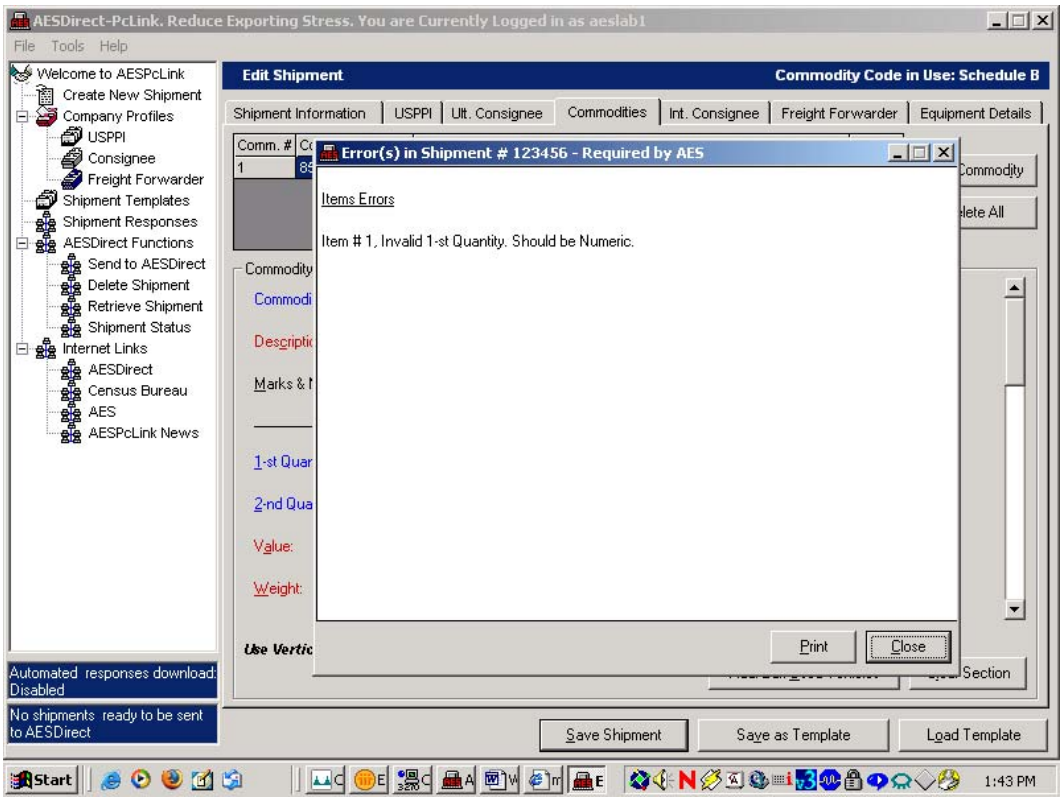
    b. FAILS EDITS
        i. A pop up message will appear indicating the problem sections and fields.

1. The Section is <u>Underlined</u>
2. The field name and the error is listed under the section listing the field first, followed by the problem section

ii. Make the needed changes
iii. Click "Save Shipment"
iv. AES*PcLink* will ask you to verify the USPPI address,
v. If correct, click "Yes," if not, click "No" and make the appropriate changes
vi. Shipment will be added to queue to be sent to AES*Direct*



****Verify the USPPI Address, Click "Yes" if correct*



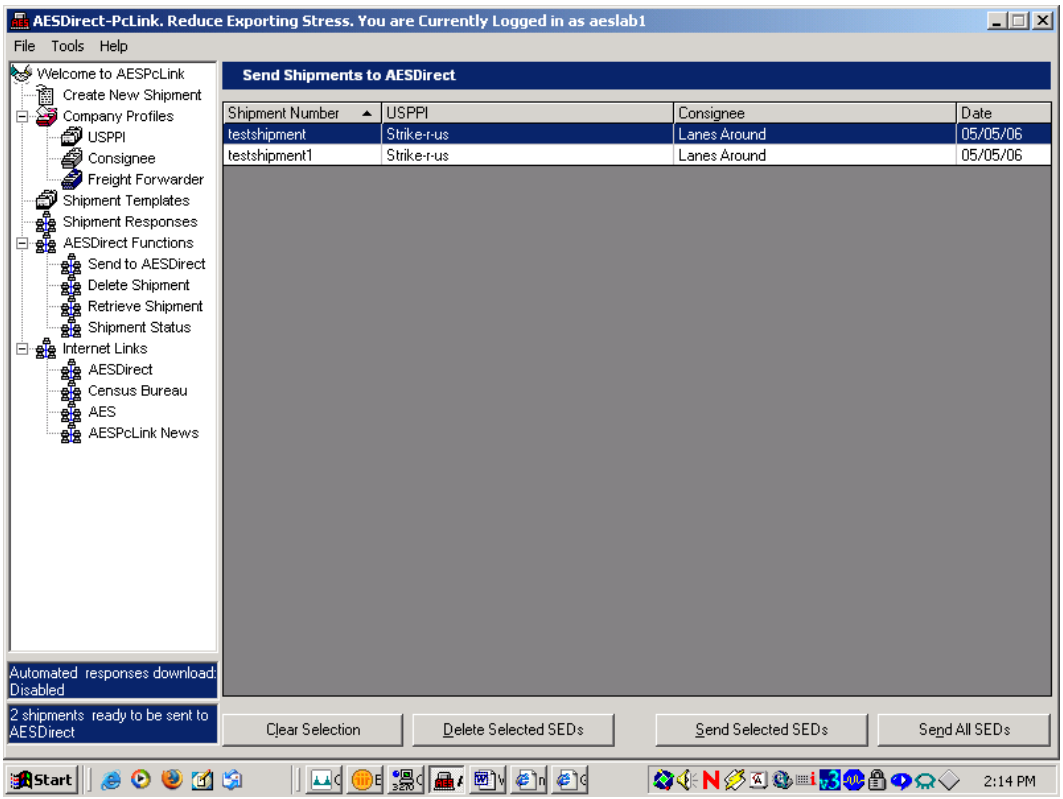
***Error Message Pop-up – make corrections as listed.*

Note: You must receive the Internal Transaction Number (ITN) in your e-mail or Shipment Reporting Center prior to exporting.

Send Shipment to AESDirect

Once a shipment is saved, it has been placed in a queue to be sent to AESDirect.

1. Connect to the Internet
2. Under AES*Direct* Functions, click on "Send to AES*Direct*"
3. The saved shipments are listed here
4. Send Selected SEDs, Send all SEDs, Delete Selected SEDs from the queue, or clear the queue.
5. Once sent, the shipment(s) will be transmitted to AES mainframe for processing, verify the Shipment Responses section, Shipment Status, or e-mail for the Internal Transaction Number (ITN) prior to export.



**** The shipments in queue to be sent to AESDirect can be all sent, selected to be sent, selected to be deleted, or queue can be cleared.*

Create and Use a Template

A Template is the skeleton form of a shipment, if similar shipments from the same USPPI to the same Ultimate Consignee, of the same commodity are regularly sent, creating and using a template will save time.

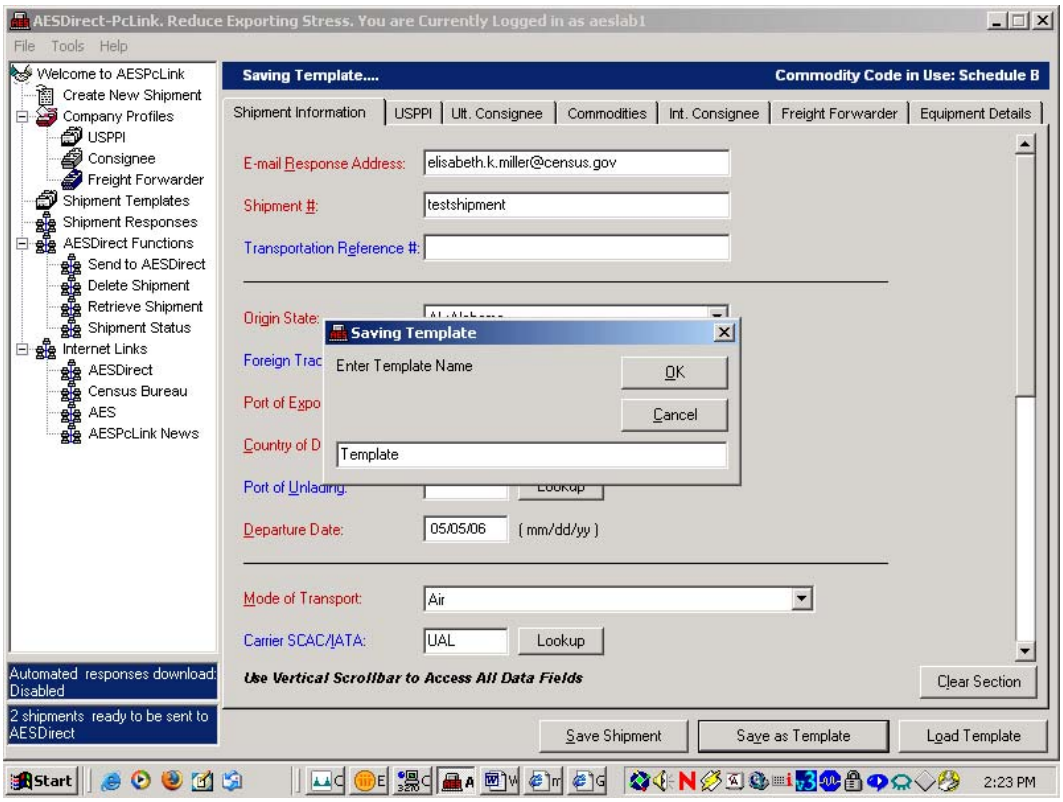
Create a Template

1. Once a shipment is complete, click “Save as Template”
2. Enter a name for the template, Click “OK”
3. A skeleton of the shipment will be saved (All fields **EXCEPT**: Shipment Number, Transportation Reference Number, Departure Date, Origin State, 1st and 2nd Quantity, Weight, and Value).

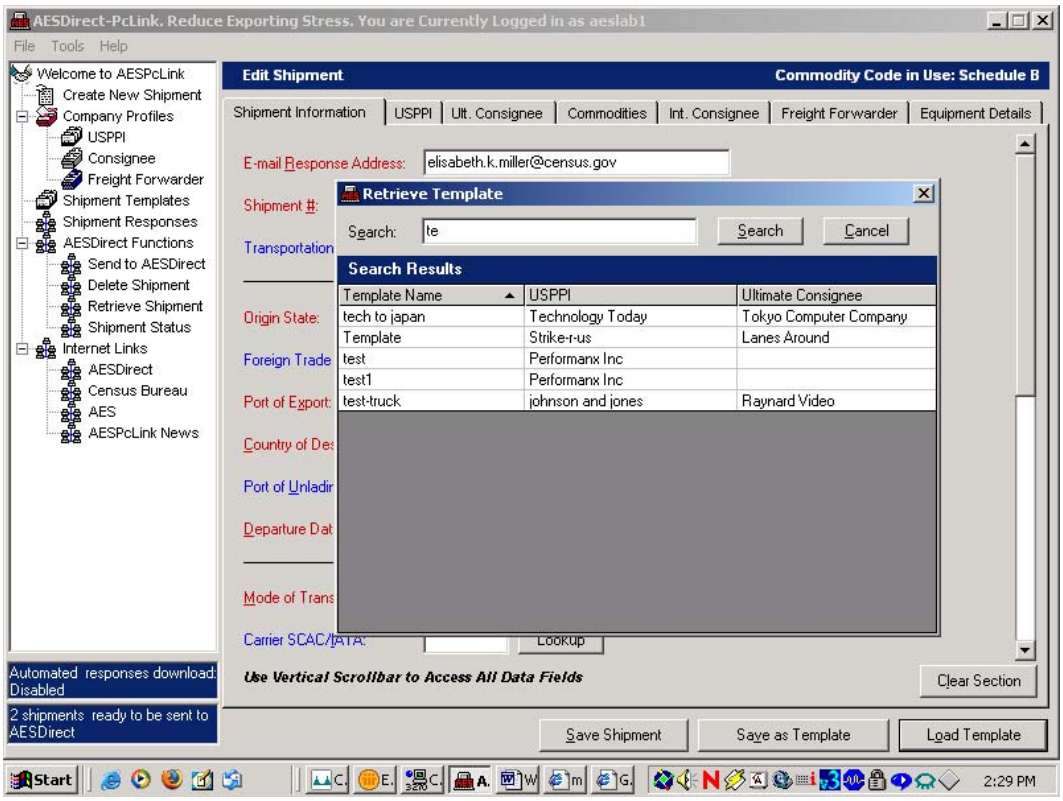
Load a Template

1. Click “Create New Shipment”
2. Click “Load Template”
3. Enter template name or click search for all templates
4. Locate desired template, double click to load template

5. Complete empty fields prior to saving the shipment to be sent to AES*Direct*



*** *Enter Template name, click OK to Save as Template*



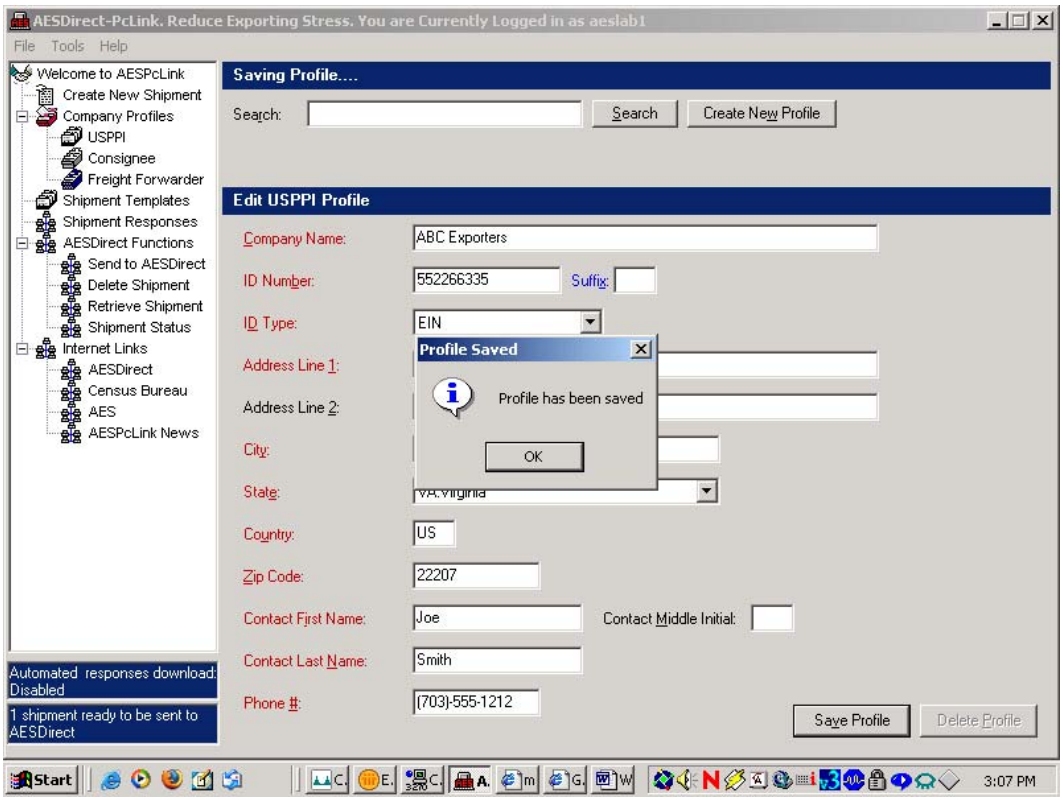
*** *Search for Template; double click on the desired template to load*

Create and Use a Profile

Profiles can be created while filing a shipment or independently of the shipment. "Create Profile" and "Load Profile" can be used in the USPPI, Freight Forwarder*, and Consignee Sections.*

Create a Profile Independently of a Shipment

1. Under Company Profiles, click on "USPPI," "Consignee," or "Freight Forwarder"
2. A blank profile form will open, fill in the required information
3. Click on "Save Profile"
4. Click on "Create New Profile" to begin a new profile

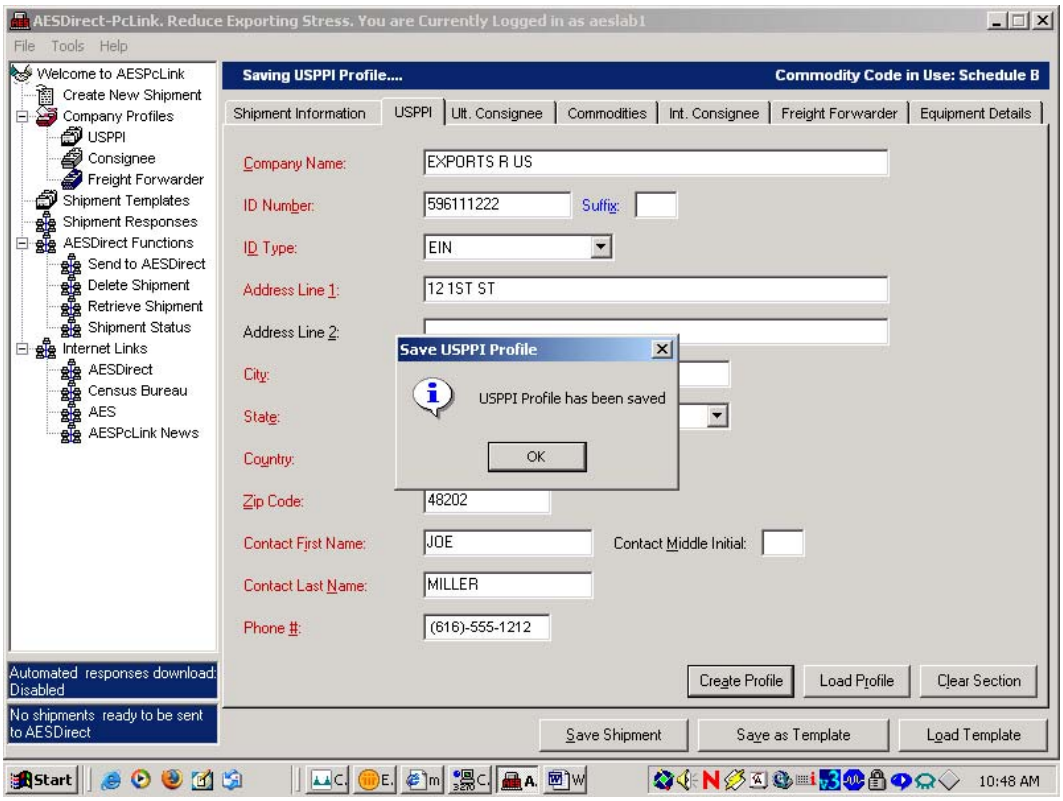


*** *Profile for USPPI ABC Exporters has been saved*

Create a Profile in a Shipment

Create a Profile

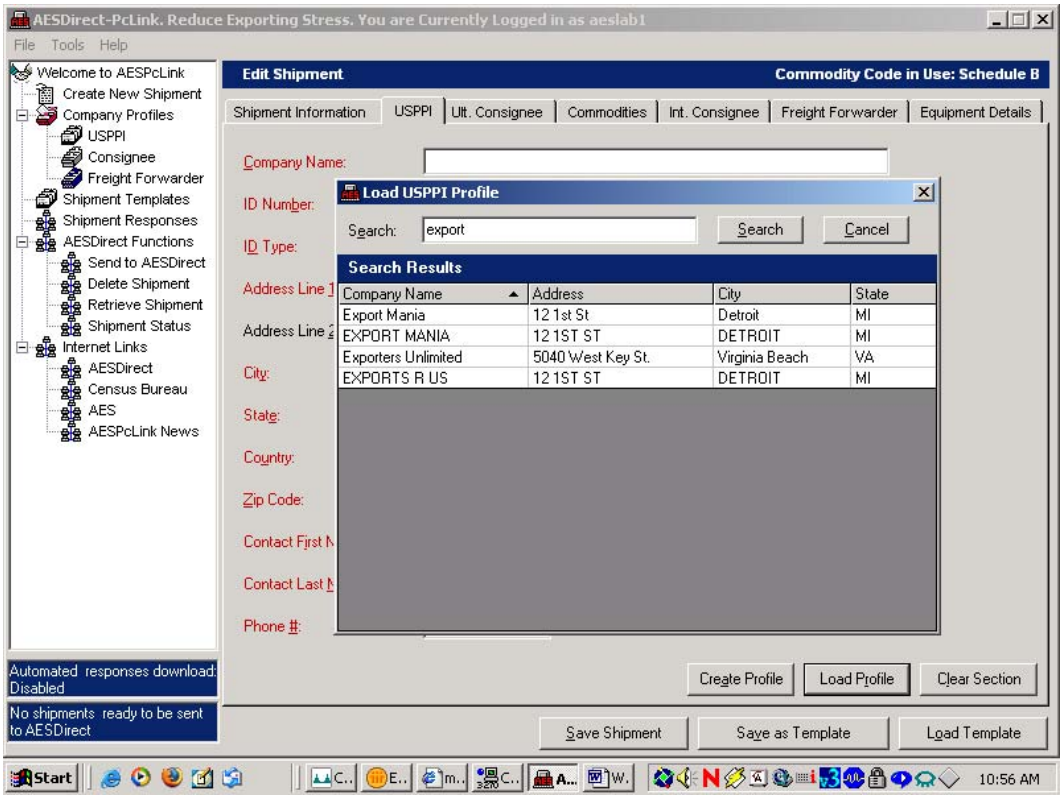
1. Enter all information needed for the USPPI, Freight Forwarder, or Intermediate/Ultimate Consignee
2. Click on “Create Profile”



*** *"Create Profile" can be used in the USPPI,* Freight Forwarder*, and Consignee Sections.*

Load a Profile

1. Click on "Load Profile"
2. Enter part of the name in the lookup; for example "Export"
3. Click "Search"
4. Find the needed profile
5. Double click on the profile
6. The information will automatically fill in the USPPI screen



*** *Search and Load a saved Profile*

Retrieve, Verify/Update, and Print a Shipment

Retrieve a Shipment

1. Log into AES*PcLink*
2. Under AES*Direct* Functions, click on “Retrieve Shipment”
3. Enter “USPPI ID Number” and “Shipment Number”
4. Click “Retrieve Shipment”
5. Click “View SED” to Retrieve Shipment

Verify/Update a Shipment

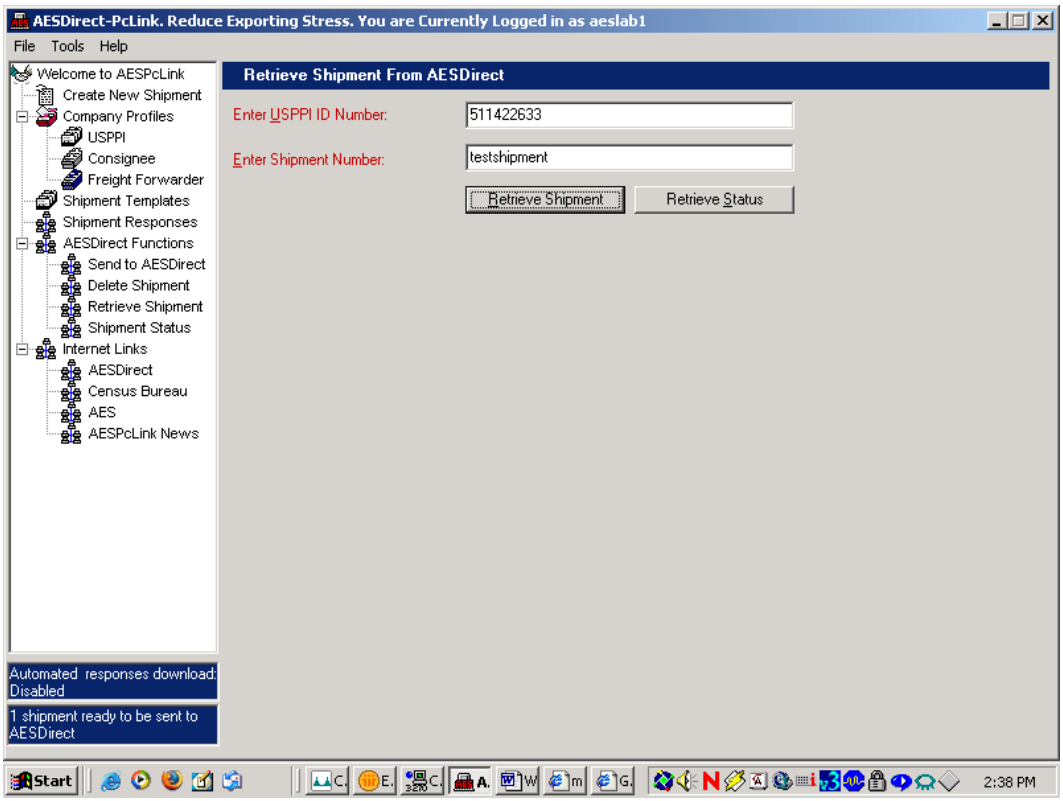
1. Retrieve Shipment
2. If updates are needed
    a. Open Section to Update
    b. Make the corrections
    c. Click “Save Shipment” to save shipment to queue to be sent to AES*Direct.*
    d. Click on “Send to AES*Direct* under AES*Direct* Functions
    e. Send shipment to AES*Direct* for processing

f. The corrections will be applied to the original shipment

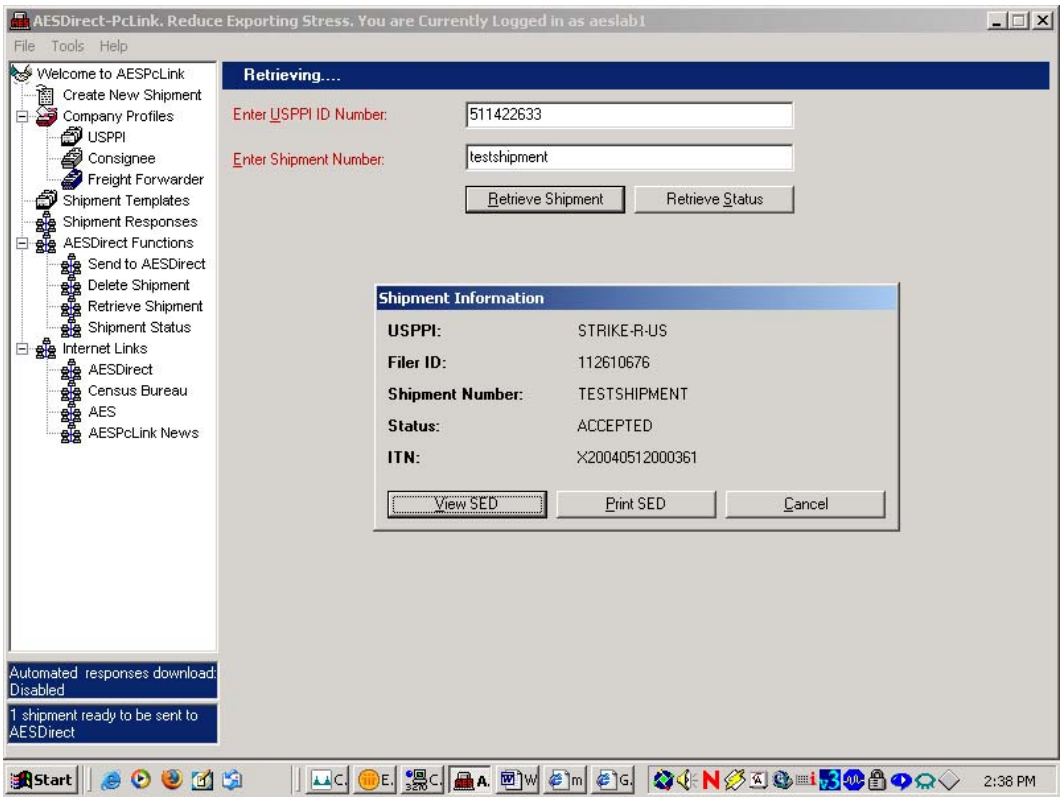
3. If no updates are needed, the shipment does not need to be re-saved or re-sent

Print a Shipment

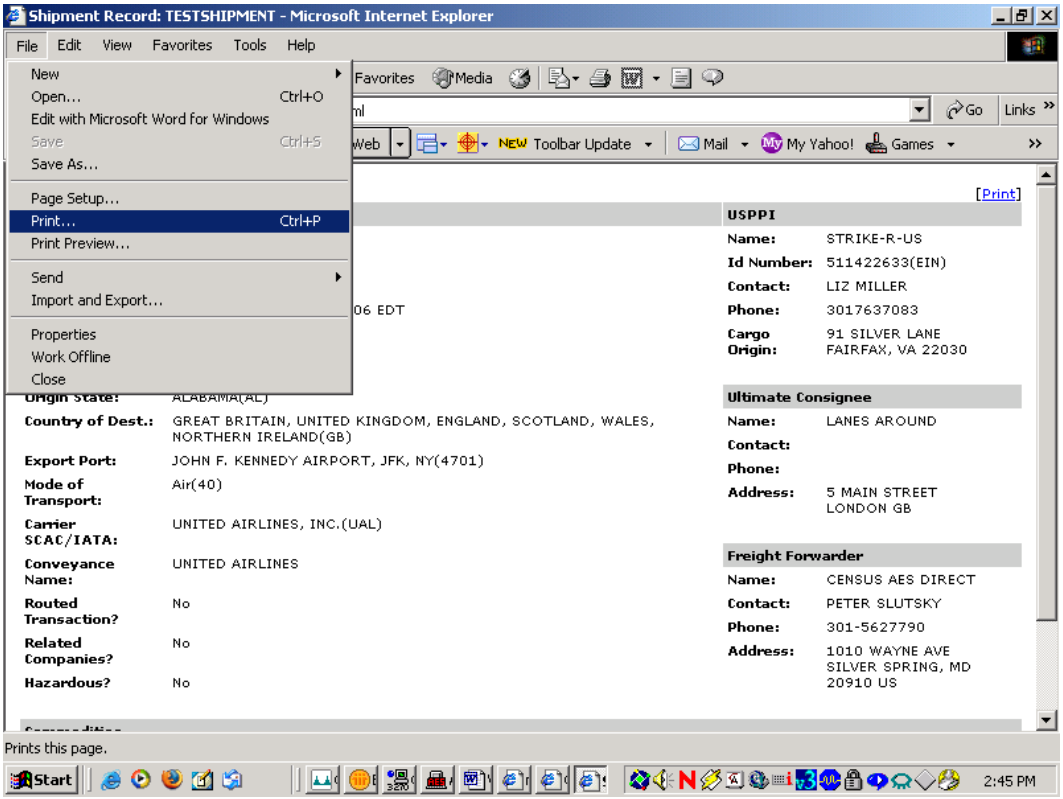
1. Log into AES*PcLink*
2. Under AES*Direct* Functions, click on “Retrieve Shipment
3. Enter “USPPI ID Number” and “Shipment Number”
4. Click “Retrieve Shipment”
5. Click “Print SED”
6. This will bring up a html form of the document, click on “File,” select “Print”



*** *Enter USPPI ID Number and Shipment Number*



*** *Click on "View SED" to Retrieve or Update SED, click on "Print SED" to Print*

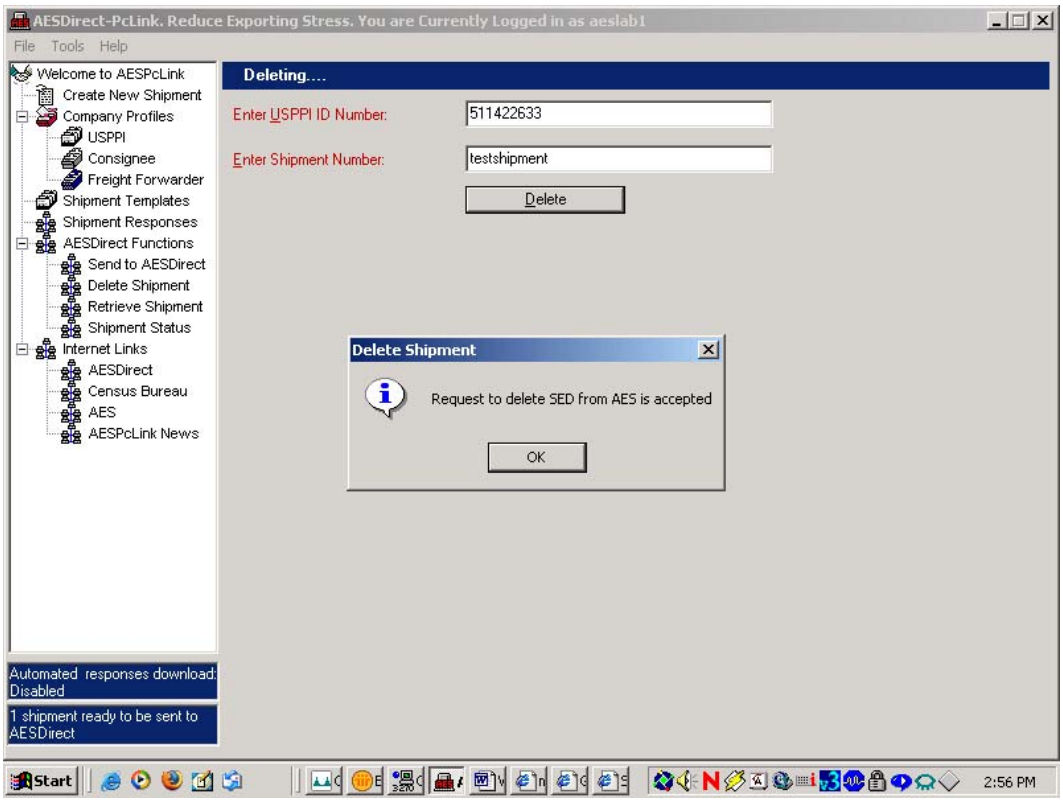


*** *Click on "File", and "Print" to print the paper form of the SED*

Delete a Shipment

1. Log into AES*PcLink*
2. Under AES*Direct* Functions, click on “Delete Shipment”
3. Enter “USPPI ID Number” and “Shipment Number”
4. Click “Delete”
5. This will send a message to AES*Direct* to delete the shipment from AES

Note: A deleted shipment is retrievable in AESDirect but the ITN and shipment will no longer be active in the AES mainframe.



*** *A Delete Request has been sent to AES*

AES Responses

AES Responses can be viewed from three locations: *E-mail*, Shipment Status, and Enabled Shipment Responses.

Note: The Shipment Status section shows the status of the shipment. The Shipment Responses section will give the specific messages pertaining to the shipment. AES Responses are also saved in the Shipment Reporting Center on AESDirect.

E-mail

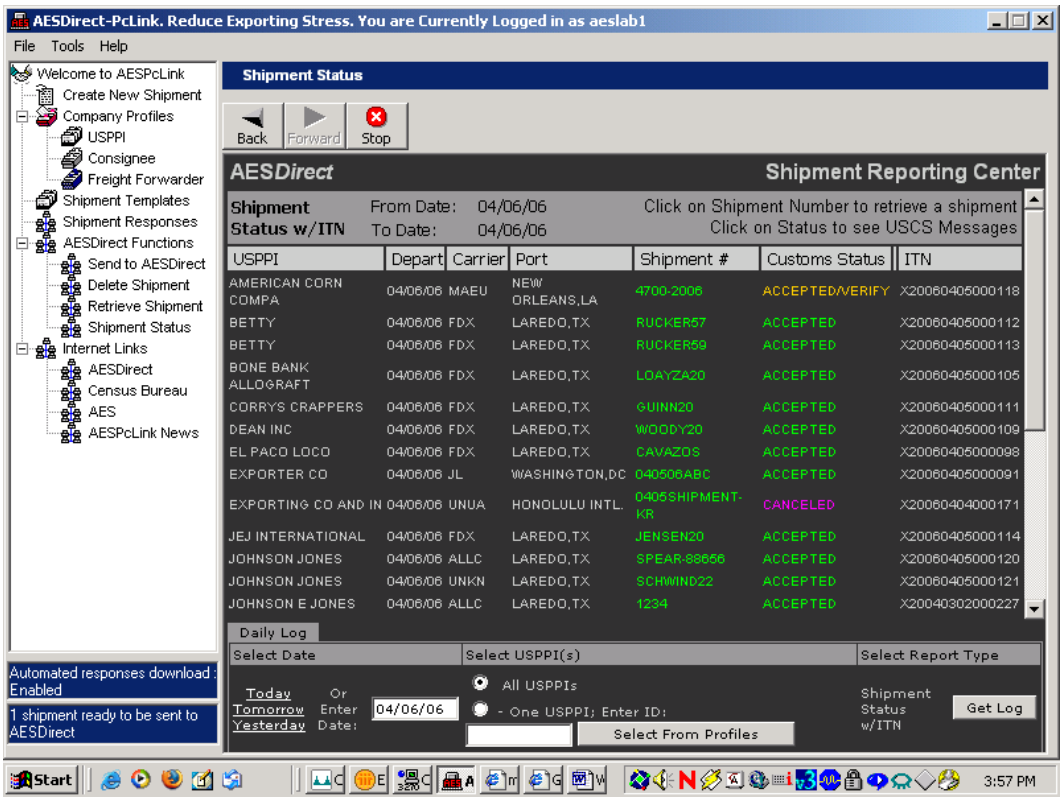
Two e-mails are sent to the e-mail listed in the shipment: the first states that the shipment has been sent to AES for processing and the second gives the actual response.

> ***Note: Do not depend on the* E-mail *responses, also look for the AES Responses shipment in the Shipment Reporting Center in AESDirect, in the Enabled Shipment Responses, or in the Shipment Status Screen in AESPcLink.***

Shipment Status

The Shipment Status displays the status of the shipment in AESDirect. If accepted in AES, it will also provide the ITN.

1. Log into AES*PcLink*
2. Under AES*Direct* functions, click on “Shipment Status”
3. When the black screen appears, enter in the date of export for the shipment
4. Click “Get Log”
5. All shipments with the Date of Export submitted filed under the Filer ID number will appear
6. The shipment status will show the Customs Status and the ITN (if accepted)



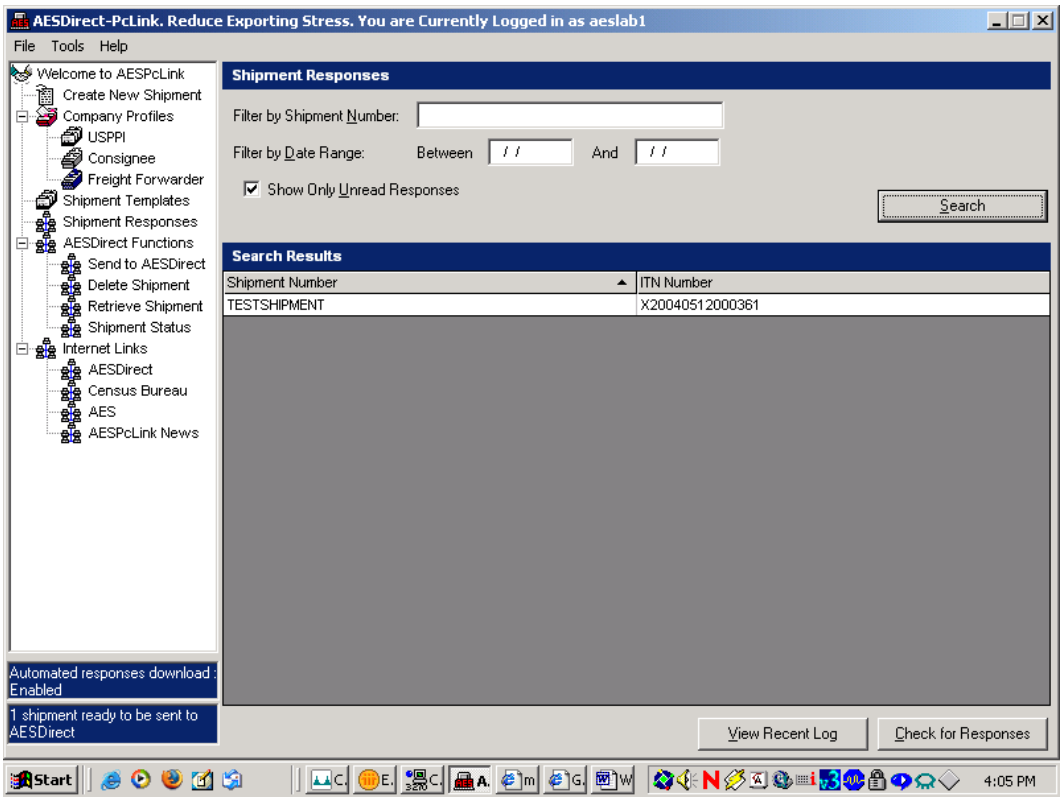
*** *Shipment Status Screen – will show all shipments under the Filer ID for the date of export requested*

Enabled Automated Responses (Shipment Responses)

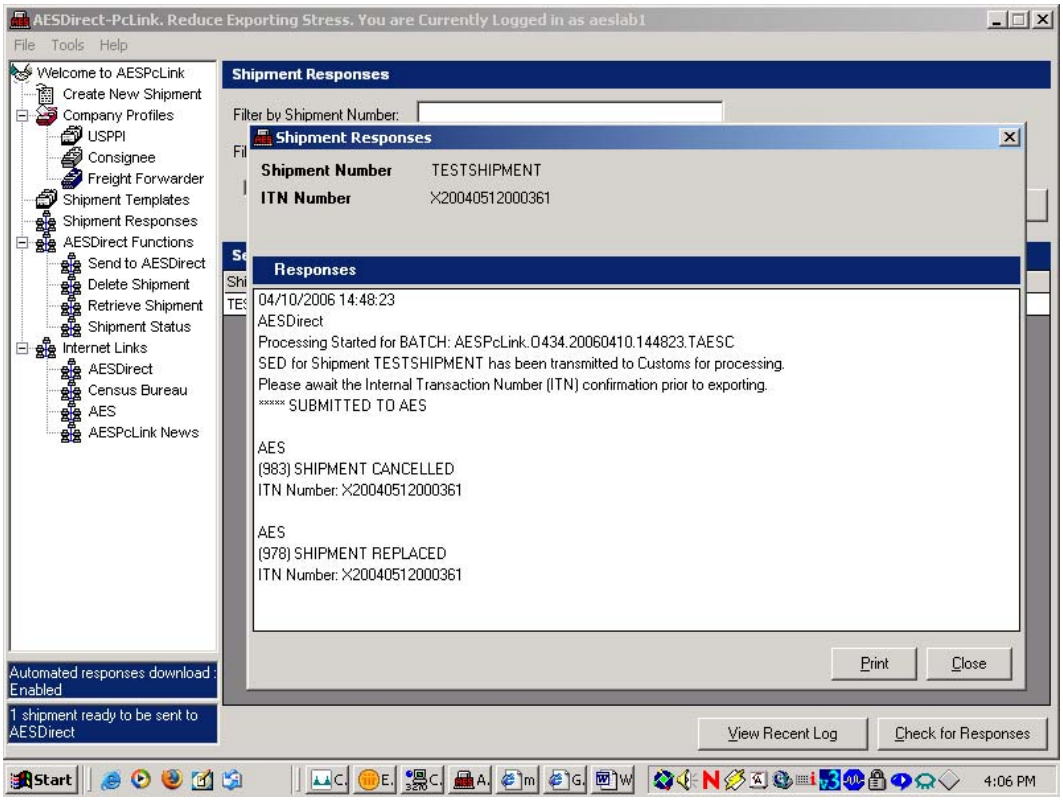
When enabled, the Shipment Responses, will pull the detailed Customs messages, including error messages and if accepted, the ITN.

1. Click on “Shipment Responses”
2. Enter the Shipment Number to search for a specific response, leave blank to review all responses
3. Click “Search”
4. Double click on the shipment to see the message

Note: The responses are pulled into AESPcLink based on the timing specified when enabled and may be slightly delayed.



*** *Shipment Responses*



*** *Detailed AES Response*

AES Filing Citations

Regulations concerning Proof of Filing Citations and Exemption Legends are contained in Foreign Trade Regulations. (Census Bureau Website, Requires Acrobat Reader)

Once an Internal Transaction Number (ITN) is assigned to the shipment, the shipment is ready for export. The Filer must cite either the External Transaction Number (XTN; Filer ID – Shipment Number) or the ITN on the first page of the Bill of Lading, Air Waybill, and other commercial documentation.

> ***Note: The ITN must be cited for all shipments that are required to be filed in AES. These include items on the Commerce Control List (CCL) or the United States Munitions List (USML) that formerly required a paper SED. Rough and raw diamonds that are subject to export control also require the ITN to be used.***

Option 2 (Predeparture) Citations

- AES ITN
  - Example: AES X20060815000001

- AES XTN
  - Example: NDR 123456789 – CARGO1

Option 4 (Postdeparture) Citations

- If Authorized Agent files on behalf of the USPPI
  - NDR AES4 USPPI ID – FILER ID
  - Example: NDR AES4 12345678900 – 987654321

- If USPPI files SED through AES
  - NDR AES4 USPPI ID

  Example: NDR AES4 12345678900